

# Sint Maarten Yacht Club

## **JOB DESCRIPTION: SMYC Merchandiser & Office Support Specialist**

### **Position Description**

The Sint Maarten Yacht Club (SMYC) is looking for a motivated part-time individual to join our team as a **Merchandiser & Office Support Specialist**.

### **Key Responsibilities**

#### Payments and Administrative Tasks

- Remind the bookkeeper monthly to send out invoices for the Youth Sailing School program.
- Keep the Sailing School Payment sheet up to date, including payment statuses and participant details.
- Request and review monthly statements.
- Weekly Petty Cash Management.

#### Communications and Promotions

- Produce and distribute the monthly newsletter.
- Produce, promote and lead the monthly Pub Quiz
- Maintain social media channels with engaging content to promote the club and events in collaboration with the event coordinator.
- Manage PR and membership communications, acting as the point of contact for member inquiries.

#### Merchandise Management

- Design SMYC merchandise
- Order SMYC merchandise
- Guard the brands and logos of the SMYC
- Overview the merchandise budget, income, and expenses.
- Oversee merchandise sales, maintain stock levels.
- Coordinate merchandise availability online and on the island.
- Prepare an end-of-month merchandise inventory overview.

#### General Support

- Assist with basic administrative tasks.
- Representing the yacht club
- Serve as the primary contact for providing information about the island, the maritime industry, and the yacht club.

### **Requirements**

- Strong organizational and multitasking skills.
- Proficiency in Office software (Outlook, Excel, Word, PowerPoint) and social media management.
- Excellent communication skills in English. Proficiency in French or Spanish is a plus.
- A proactive attitude and ability to work independently or as part of a team.
- Work accurate and punctual.
- Valid driver's license.

### **Working Hours**

- Working on weekends.
- Part-time (4 days a week / 32 hours).

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## Nationality/Work Authorization

Applicants must be Dutch, Sint Maarten, or American nationals, or possess a valid work or residence permit.

## How to Apply

Submit your CV and motivation letter to [natatia@smyc.com](mailto:natatia@smyc.com) by December 20<sup>th</sup>, 2024. The position is available from January 2<sup>nd</sup>, 2025.

